



## Wichita Police Department Policy Manual

Approved by: \_\_\_\_\_

Policy 506 – Check and Counterfeiting Cases

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Maintained by:  
Property Crimes

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### 506.00 FINANCIAL CRIMES

Financial crime is defined as any non-violent theft of money, property or services by a suspect using deception. Financial crime includes forgeries, employee embezzlements, frauds, con games, financial card frauds, identity theft and insufficient funds/closed account cases check cases. This policy delineates procedures for processing cases involving these crimes. Document evidence contributing to probable cause of the crime alleged shall be handled and submitted in accordance with Policy 708.23.

#### INSUFFICIENT FUNDS/CLOSED ACCOUNT CHECK CASES:

- 506.01 Patrol officers shall not make cases on incidents, which involve "True Name" insufficient funds or account closed checks, nor shall they submit as evidence, checks marked "insufficient funds" or "account closed." The Financial Crimes Coordinator (FCC) shall handle these types of cases, regardless of the amounts of the checks, in their entirety. Victims shall be instructed to call the FCC during normal business hours at 268-4211.

#### FORGED CHECKS:

- 506.02 R Forged checks involve stolen checks, manufactured (counterfeit) checks, and forgeries on checks where the accounts have been closed due to the loss/theft of the checks. If an officer is dispatched to a forgery with an account closed check the officer will make the call and ascertain if a forgery has occurred. If it is true "account closed" check then 506.01 will be adhered to. Forgeries shall be handled in the following manner:

- A. If an officer receives an in-progress, in-custody, or just-occurred (within an eight hour time frame) forgery call, he/she shall cut a case, photocopy all documentation, and manage evidence in accordance with Policy 708.23, regardless of whether an arrest is made or not. The originating officer will attempt to contact the account holder on the check and obtain the following information:
  1. Account holder information.
  2. Did the account holder give the suspect permission to pass the check?
  3. Has the account holder reported the check lost/stolen?
  4. Can the clerk/cashier who received the forged document identify the suspect?
  5. Determine if the check is reported lost, stolen or manufactured.
  6. Who was the check presented to?
  7. Did someone witness the filling out and endorsement of the check?
  8. Did someone witness the suspect place a fingerprint or thumbprint on the check?
  9. Was an ID used? Who checked the ID and recorded the ID number?
- B. If the forgery call is a business receiving a check returned from a financial institution marked "forgery", an officer shall not make a case or submit evidence. The business victim shall be instructed to call the FCC at 268-4211 during normal business hours.
- C. If the victim of the forgery is not a business an officer shall make a case and manage evidence in accordance with Policy 708.23. The following information will be included in the report.
  1. Did the account holder give the suspect permission to pass the check?
  2. Does the account holder know the suspect?

#### COUNTERFEIT U.S. CURRENCY CASES:

- 506.03 Counterfeiting of United States currency calls shall be handled in the following manner:

- A. If an officer receives a counterfeiting call, he/she shall document all incidents by cutting a case and turning in any evidence. In cases where the suspect is on scene and has possession of multiple counterfeit notes, the officer shall contact the United States Secret Service at 269-6694, or 267-1452 day/night or weekends. A United States Secret Service agent may or may not respond to the scene. Incidents involving the unintentional or the isolated passing of a counterfeit bill to an individual or business do not require notifying the USSS. Officers may contact USSS when any questionable circumstances exist. The officer shall include in the case synopsis whether or not USSS was contacted.

#### EMPLOYEE EMBEZZLEMENT/FRAUD CASES

- 506.04 Employee embezzlement/fraud is defined: A theft by a person who is employed by a business and has authorized control over the property that has been stolen.

- A. When investigating a possible employee embezzlement/fraud officers will ascertain the following information.
  1. Does the employee have authorized control of the property?
  2. What other employees have authorized control of the property?
  3. What documentation does the business have that the employee has stolen the property?

- B. It's not unusual for a business to have the documentation of the theft and/or a written confession from the suspect prior to notifying the police. When an officer is given documentation of a felony theft and/or a confession of a felony theft and the suspect is present, the suspect will be arrested and transported to the sixth floor to be interviewed by a detective. If it's after hours for day/night detectives and the business can document a felony theft and has a confession of felony theft, the suspect, under most circumstances, will be booked and the evidence managed in accordance with policy 708.

ALL OTHER FINANCIAL CRIMES:

- 506.05 All other financial crimes, including identity theft, con games and other frauds, will be investigated in accordance with standard investigative procedures.

EVIDENCE IN FINANCIAL CRIMES CASES

- 506.06 Officers shall photocopy all documents related to financial crimes cases prior to the end of their tour of duty. Photocopies of the documents shall be turned in with his /her mail to Records to be scanned into laserfiche and filed in the case jacket by Records personnel. Originals are to be submitted as evidence through normal evidence procedures according to Policy 708.